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ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for resource conservation occupations. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. Titles of the 13 units are as follows: general safety precautions; resource conservation industry; water quality management; soil conservation; mapping; nature interpretation; fish and wildlife management awareness; groundskeeping; equipment maintenance; equipment operation; facility construction and maintenance; business management; and employability skills. (YLB)

ED345078

OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

RESOURCE CONSERVATION

U.S. DEPARTMENT OF EDUCATION
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Ohio's Future at Work

Division of Vocational and Career Education
Ohio Department of Education

Vocational Instructional Materials Laboratory
Center on Education and Training for Employment
THE OHIO STATE UNIVERSITY

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic,* and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

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Ohio Competency Analysis Profile
Resource Conservation

Unit 1: General Safety Precautions

Competency 1.0.1: Maintain safe work environment

Competency Builders:

1.0.1.1 Read and follow safety information
1.0.1.2 Organize and maintain clean and safe work area
1.0.1.3 Identify hazardous materials and location of material safety data sheets (MSDSs)
1.0.1.4 Store hazardous materials according to manufacturer's specifications
1.0.1.5 Comply with shop and equipment safety rules
1.0.1.6 Identify and report safety hazards
1.0.1.7 Correct safety hazards
1.0.1.8 Install and maintain safety devices
1.0.1.9 Comply with responder first-aid and cardiopulmonary resuscitation (CPR) certification standards
1.0.1.10 Complete accident report*
1.0.1.11 Identify environmental issues pertaining to the industry, health administration, Environmental Protection Agency (EPA), Food and Drug Administration (FDA), and state and federal regulations*
1.0.1.12 Monitor regulation updates*

Competency 1.0.2: Demonstrate safe work habits

Competency Builders:

1.0.2.1 Read and follow label information
1.0.2.2 Wear protective clothing and equipment
1.0.2.3 Use safe lifting and carrying methods
1.0.2.4 Interpret information on signs
1.0.2.5 Check working condition of respirator
1.0.2.6 Observe safety precautions when applying chemicals and fertilizer
1.0.2.7 Observe safety precautions when storing chemicals and fertilizer
1.0.2.8 Follow personal cleanup procedures after handling chemicals and fertilizer
1.0.2.9 Use self-contained breathing apparatus**

* Advancing
** Futuring

Competency 1.0.3: Operate and maintain equipment

Competency Builders:

1.0.3.1 Follow state, federal, and/or manufacturer's safety rules for equipment operation and maintenance
1.0.3.2 Observe and comply with safety zones around equipment
1.0.3.3 Operate equipment defensively
1.0.3.4 Interpret safety symbols
1.0.3.5 Maintain and use slow-moving-vehicle signs
1.0.3.6 Keep riders off mobile equipment
1.0.3.7 Maintain equipment safety shields
1.0.3.8 Shut down and lock out/tag out power equipment before servicing
1.0.3.9 Identify and correct potential equipment safety hazards
1.0.3.10 Follow manufacturer's service recommendations
1.0.3.11 Use alternative fuels**

Competency 1.0.4: Respond to critical incidents

Competency Builders:

1.0.4.1 Observe and identify hazardous situations
1.0.4.2 Report situations to supervisor
1.0.4.3 Initiate follow-through procedures
1.0.4.4 Initiate response*
1.0.4.5 Complete incident report*

Unit 2: Resource Conservation Industry

Competency 2.0.1: Demonstrate understanding of industry

Competency Builders:

2.0.1.1 Identify fields of endeavor
2.0.1.2 Identify economic importance of industry
2.0.1.3 Identify environmental importance of industry
2.0.1.4 Identify employment opportunities
2.0.1.5 Identify regulatory aspects of industry
2.0.1.6 Identify continuing-education opportunities
2.0.1.7 Identify professional organizations and trade journals
2.0.1.8 Identify state licensing requirements

Competency 2.0.2: Examine plant physiology and growth

Competency Builders:

2.0.2.1 Describe woody and herbaceous plants
2.0.2.2 Identify plant parts
2.0.2.3 Identify photosynthesis process
2.0.2.4 Identify functions of roots, stems, and leaves
2.0.2.5 Identify requirements for healthy plant growth
2.0.2.6 Identify taproot and fibrous root systems
2.0.2.7 Identify differences between evergreen and deciduous plants

* Advancing
** Futuring

Competency 2.0.3: Identify and classify plants

Competency Builders:

2.0.3.1 Classify plants as monocots or dicots
2.0.3.2 Identify plants according to common names
2.0.3.3 Identify purpose of binomial nomenclature
2.0.3.4 Classify plants as annuals, biennials, or perennials
2.0.3.5 Identify environmental plant preferences
2.0.3.6 Classify plants according to growth habit
2.0.3.7 Identify plants according to scientific names*
2.0.3.8 Update endangered species lists**

Competency 2.0.4: Follow legal regulations

Competency Builders:

2.0.4.1 Follow general safety precautions
2.0.4.2 Identify and explain boating regulations
2.0.4.3 Identify and explain fishing regulations
2.0.4.4 Identify and explain littering regulations
2.0.4.5 Identify and explain swimming regulations
2.0.4.6 Post legal regulations
2.0.4.7 Identify and explain park regulations
2.0.4.8 Identify and explain game laws
2.0.4.9 Identify and explain stream, lake, pond, and groundwater laws
2.0.4.10 Identify and explain outdoor burning regulations
2.0.4.11 Monitor regulation updates**

Competency 2.0.5: Identify and classify common animal species

Competency Builders:

2.0.5.1 Follow general safety precautions
2.0.5.2 Identify mammals and explain their life histories
2.0.5.3 Identify birds and explain their life histories
2.0.5.4 Identify reptiles and explain their life histories
2.0.5.5 Identify amphibians and explain their life histories
2.0.5.6 Identify invertebrates and explain their life histories
2.0.5.7 Identify fish and explain their life histories

Competency 2.0.6: Examine interdependency of ecosystem

Competency Builders:

2.0.6.1 Identify relationship between communities of ecosystem
2.0.6.2 Identify major plant biomes
2.0.6.3 Differentiate renewable and nonrenewable resources
2.0.6.4 Identify communities
2.0.6.5 Recycle materials**

* Advancing
** Futuring

Unit 3: Water Quality Management

Competency 3.0.1: Identify and assess stream dynamics

Competency Builders:

3.0.1.1 Follow general safety precautions
3.0.1.2 Identify a watershed area
3.0.1.3 Identify disturbances and destructive forces
3.0.1.4 Determine stream profile
3.0.1.5 Evaluate stream corridor improvement
3.0.1.6 Identify nonpoint source pollution
3.0.1.7 Measure stream velocity*
3.0.1.8 Measure stream volume*

Competency 3.0.2: Determine water quality parameters

Competency Builders:

3.0.2.1 Follow general safety precautions
3.0.2.2 Measure turbidity
3.0.2.3 Measure pH
3.0.2.4 Measure temperature
3.0.2.5 Measure dissolved oxygen
3.0.2.6 Profile dissolved oxygen and temperature
3.0.2.7 Survey macroinvertebrates
3.0.2.8 Identify pollution sources
3.0.2.9 Identify water quality indicators
3.0.2.10 Measure alkalinity
3.0.2.11 Measure residue content*
3.0.2.12 Measure fecal coliform count*
3.0.2.13 Measure phosphorus level*
3.0.2.14 Measure nitrate level*
3.0.2.15 Measure sulfate level*
3.0.2.16 Measure chloride level*
3.0.2.17 Determine water quality index*
3.0.2.18 Interpret water test results*

Unit 4: Soil Conservation

Competency 4.0.1: Identify soil characteristics

Competency Builders:

4.0.1.1 Follow general safety precautions
4.0.1.2 Define soil horizons
4.0.1.3 Calculate land slope
4.0.1.4 Determine soil texture
4.0.1.5 Determine soil structure
4.0.1.6 Determine soil type
4.0.1.7 Determine soil drainage
4.0.1.8 Determine soil productivity

* Advancing
** Futuring

Competency 4.0.2: Conserve soil

Competency Builders:

4.0.2.1 Follow general safety precautions
4.0.2.2 Determine land capability classification
4.0.2.3 Determine erosion rates
4.0.2.4 Interpret aerial photos
4.0.2.5 Interpret soil survey maps
4.0.2.6 Identify erosion types
4.0.2.7 Identify erosion causes
4.0.2.8 Identify soil erosion control methods
4.0.2.9 Use infrared mapping**
4.0.2.10 Use remote sensors**

Unit 5: Mapping

Competency 5.0.1: Conduct a basic survey

Competency Builders:

5.0.1.1 Follow general safety precautions
5.0.1.2 Measure distance
5.0.1.3 Use and maintain tripod level
5.0.1.4 Read target rod
5.0.1.5 Use and interpret hand signals
5.0.1.6 Record field notes
5.0.1.7 Determine allowable error
5.0.1.8 Calculate acreage
5.0.1.9 Draw a field layout
5.0.1.10 Locate bench mark*
5.0.1.11 Take backsight reading*
5.0.1.12 Take foresight reading*
5.0.1.13 Perform bench level circuit survey*
5.0.1.14 Use technological advancements**

Competency 5.0.2: Interpret topographic maps

Competency Builders:

5.0.2.1 Follow general safety precautions
5.0.2.2 Identify legal descriptions
5.0.2.3 Identify map symbols
5.0.2.4 Interpret map legend
5.0.2.5 Determine true and magnetic north
5.0.2.6 Draw a profile using contour lines
5.0.2.7 Measure distance
5.0.2.8 Identify terrain type
5.0.2.9 Interpret elevation
5.0.2.10 Identify direction of water flow
5.0.2.11 Determine area

* Advancing
** Futuring

Competency 5.0.3: Orient to field position

Competency Builders:

5.0.3.1 Follow general safety precautions
5.0.3.2 Follow compass course
5.0.3.3 Locate objects in field
5.0.3.4 Orient compass to topographic maps
5.0.3.5 Adjust compass to local declination
5.0.3.6 Use back bearings
5.0.3.7 Pace out distances
5.0.3.8 Determine area
5.0.3.9 Measure distance
5.0.3.10 Draw field layout
5.0.3.11 Draw metes and bounds*
5.0.3.12 Utilize satellite tracking**

Unit 6: Nature Interpretation

Competency 6.0.1: Demonstrate interpretive abilities

Competency Builders:

6.0.1.1 Follow general safety precautions
6.0.1.2 Lead nature hike for a group
6.0.1.3 Prepare an interpretative exhibit or display
6.0.1.4 Present an interpretive slide show
6.0.1.5 Present a program
6.0.1.6 Develop an interpretive publication
6.0.1.7 Lead an interpretive activity
6.0.1.8 Use computerized displays**

Competency 6.0.2: Develop interpretive skills

Competency Builders:

6.0.2.1 Use field guides and keys
6.0.2.2 Operate audiovisual equipment
6.0.2.3 Label a scientific collection
6.0.2.4 Explain folklore and history of area
6.0.2.5 Identify target audience's level of understanding
6.0.2.6 Identify interpretive styles
6.0.2.7 Identify interpretive tools and aids

* Advancing
** Futuring

Unit 7: Fish and Wildlife Management Awareness

Competency 7.0.1: Identify angling materials and methods

Competency Builders:

7.0.1.1 Identify types of rods and reels
7.0.1.2 Identify artificial and natural baits and lures
7.0.1.3 Identify habitat for nature bait
7.0.1.4 Identify angling types for sport fishing
7.0.1.5 Complete aquatic education course*

Competency 7.0.2: Identify fish management techniques

Competency Builders:

7.0.2.1 Follow general safety precautions
7.0.2.2 Identify farm pond construction and multiple-use concepts
7.0.2.3 Identify construction design features conducive to effective fish management
7.0.2.4 Identify acceptable and unacceptable farm pond species for stocking
7.0.2.5 Identify fish-stocking guidelines
7.0.2.6 Identify role of acceptable fish species to be introduced
7.0.2.7 Identify valued sport fish species
7.0.2.8 Determine acceptable level of owner management
7.0.2.9 Determine owner purpose of water area
7.0.2.10 Identify fish harvest guidelines
7.0.2.11 Identify fish-sampling methods
7.0.2.12 Identify average age growth information for sport fish
7.0.2.13 Identify fish population renovation methods
7.0.2.14 Recognize need for population assessment of predator species
7.0.2.15 Recognize need to assess growth rates for predator species
7.0.2.16 Recognize economic importance of recreational fisheries
7.0.2.17 Identify fish population management practices
7.0.2.18 Recognize actions which would shorten recreational life of a water area
7.0.2.19 Locate aquatic endangered species list
7.0.2.20 Develop fish management plan*

Competency 7.0.3: Identify aquatic vegetative management

Competency Builders:

7.0.3.1 Follow general safety precautions
7.0.3.2 Identify owner or agency objectives of water area
7.0.3.3 Recognize physical, chemical, cultural, and biological vegetative control methods
7.0.3.4 Identify advantages and disadvantages of aquatic vegetation related to recreation
7.0.3.5 Apply water quality parameters
7.0.3.6 Determine surface area to be treated
7.0.3.7 Determine volume to be treated

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Competency 7.0.4: Evaluate wildlife populations

Competency Builders:

7.0.4.1 Follow general safety precautions
7.0.4.2 Cruise a study area
7.0.4.3 Collect census data
7.0.4.4 Recognize recreational users
7.0.4.5 Define demographics
7.0.4.6 Assess habitat*
7.0.4.7 Evaluate population trends*
7.0.4.8 Measure mortality*
7.0.4.9 Use satellite tracking**

Competency 7.0.5: Identify firearm safety materials and methods

Competency Builders:

7.0.5.1 Follow general safety precautions
7.0.5.2 Identify basic archery equipment
7.0.5.3 Identify types of rifle actions
7.0.5.4 Identify types of shotgun actions
7.0.5.5 Identify types of sporting firearms
7.0.5.6 Identify basic muzzleloading equipment
7.0.5.7 Identify common game animals
7.0.5.8 Identify common nongame animals
7.0.5.9 Identify reasons for game laws and seasons
7.0.5.10 Complete hunter education course
7.0.5.11 Maintain target range
7.0.5.12 Practice safe weapons handling
7.0.5.13 Identify differences between rifles and shotguns and specific ammunition types
7.0.5.14 Identify additional equipment necessary for hunting
7.0.5.15 Explain basic reloading components*
7.0.5.16 Plan target range*
7.0.5.17 Set up target range*

Competency 7.0.6: Trap mammals

Competency Builders:

7.0.6.1 Follow general safety precautions
7.0.6.2 Identify reasons for trapping
7.0.6.3 Identify reasons for game laws and seasons
7.0.6.4 Identify basic types of traps
7.0.6.5 Identify common animals that are trapped
7.0.6.6 Identify basic sets of each species trapped
7.0.6.7 Identify other equipment needed in trapping
7.0.6.8 Develop and maintain trapline
7.0.6.9 Complete trapper education course
7.0.6.10 Maintain records
7.0.6.11 Prepare skins for market
7.0.6.12 Develop animal welfare acceptable methods**

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Competency 7.0.7: Apply animal-control techniques

Competency Builders:

7.0.7.1 Follow general safety precautions
7.0.7.2 Identify animal's behavior
7.0.7.3 Approach animal
7.0.7.4 Apply various muzzles
7.0.7.5 Form temporary muzzles
7.0.7.6 Apply pneumatic collar
7.0.7.7 Open mouth
7.0.7.8 Restrain animal's head
7.0.7.9 Net birds
7.0.7.10 Use squeeze cage
7.0.7.11 Use snake hood and fork
7.0.7.12 Operate restraining mechanisms
7.0.7.13 Tape legs
7.0.7.14 Use rodent restrainer
7.0.7.15 Identify animal-control purposes
7.0.7.16 Use small-animal carrier
7.0.7.17 Use rabbit restrainer
7.0.7.18 Use metabolism cage
7.0.7.19 Use shoebox cage
7.0.7.20 Develop animal welfare acceptable methods**

Competency 7.0.8: Identify wildlife management techniques

Competency Builders:

7.0.8.1 Follow general safety precautions
7.0.8.2 Identify basic reasons for wildlife management
7.0.8.3 Identify basic wildlife management practices for forest game, farm game, furbearers, waterfowl, and nongame species
7.0.8.4 Identify common animals associated with forest game, farm game, furbearers, waterfowl, and nongame species
7.0.8.5 Collect and prepare study skins in each category of species
7.0.8.6 Identify different types of capture techniques
7.0.8.7 Identify basic types of equipment used in wildlife management
7.0.8.8 Identify importance of habitat development as it relates to wildlife populations
7.0.8.9 Identify advantages and disadvantages of introduction of wildlife species to new habitats
7.0.8.10 Identify importance of healthy wildlife population to local economy
7.0.8.11 Identify different types of population control
7.0.8.12 Identify types of population density surveys
7.0.8.13 Identify importance of habitat evaluation and cover mapping
7.0.8.14 Identify carrying capacity
7.0.8.15 Prepare a wildlife management plan*

* Advancing
** Futuring

Unit 8: Groundskeeping

Competency 8.0.1: Prepare media mixes

Competency Builders:

8.0.1.1 Follow general safety precautions
8.0.1.2 Mix media materials
8.0.1.3 Mix in media amendments
8.0.1.4 Prepare compost**

Competency 8.0.2: Prepare landscape area

Competency Builders:

8.0.2.1 Follow general safety precautions
8.0.2.2 Spread topsoil or topsoil products
8.0.2.3 Grade planting area
8.0.2.4 Apply lime and/or gypsum
8.0.2.5 Shape beds
8.0.2.6 Mark off contour*

Competency 8.0.3: Establish landscape

Competency Builders:

8.0.3.1 Follow general safety precautions
8.0.3.2 Plant seeds
8.0.3.3 Plant bulbs
8.0.3.4 Plant shrubs
8.0.3.5 Plant ground covers
8.0.3.6 Apply mulch
8.0.3.7 Label plants
8.0.3.8 Plant trees
8.0.3.9 Lay sod
8.0.3.10 Plant stolons and plugs
8.0.3.11 Plant hedges and screens
8.0.3.12 Plant annual and perennial plants
8.0.3.13 Dig planting hole
8.0.3.14 Dig up trees and shrubs with a soil ball
8.0.3.15 Inoculate seeds*

Competency 8.0.4: Fertilize plants

Competency Builders:

8.0.4.1 Follow general safety precautions
8.0.4.2 Interpret fertilizer bag labels
8.0.4.3 Mix fertilizer solutions
8.0.4.4 Apply fertilizer
8.0.4.5 Determine nutrient requirements*
8.0.4.6 Identify symptoms of nutrient deficiency*
8.0.4.7 Determine kind of fertilizer and lime to apply*
8.0.4.8 Compute fertilizer costs*

(continued)

* Advancing
** Futuring

(continued)

8.0.4.9 Interpret manufacturer's fertilization rate charts*
8.0.4.10 Determine amount of fertilizer and lime to apply*
8.0.4.11 Select application method*
8.0.4.12 Calibrate fertilizer application equipment*
8.0.4.13 Use fertilizer injectors*

Competency 8.0.5: Maintain landscape plants

Competency Builders:

8.0.5.1 Follow general safety precautions
8.0.5.2 Pinch plants
8.0.5.3 Cultivate plants
8.0.5.4 Water plants
8.0.5.5 Apply mulches
8.0.5.6 Disbud flowering plants
8.0.5.7 Wrap trees, shrubs, and vines
8.0.5.8 Prune trees
8.0.5.9 Prune shrubs
8.0.5.10 Prune hedges
8.0.5.11 Stake trees
8.0.5.12 Transplant bulbs, corms, and tubers
8.0.5.13 Apply growth-regulating compounds
8.0.5.14 Thin seedlings
8.0.5.15 Remove old flowers
8.0.5.16 Maintain plants on arbors and trellises
8.0.5.17 Treat tree wounds*

Competency 8.0.6: Maintain trees, shrubs, and hedges

Competency Builders:

8.0.6.1 Follow general safety precautions
8.0.6.2 Climb trees
8.0.6.3 Cord wood to sell
8.0.6.4 Cut trees
8.0.6.5 Determine basic plant form for pruning
8.0.6.6 Dispose of pruned materials
8.0.6.7 Identify branches to prune
8.0.6.8 Install cables and braces
8.0.6.9 Prune suckers and water sprouts
8.0.6.10 Repair storm damage
8.0.6.11 Remove dead material
8.0.6.12 Remove girdling roots
8.0.6.13 Remove stumps
8.0.6.14 Repair bark injuries
8.0.6.15 Identify cause of injury*
8.0.6.16 Determine when to prune*
8.0.6.17 Identify and select bracing materials*

Competency 8.0.7: Maintain turfgrasses

Competency Builders:

8.0.7.1 Follow general safety precautions
8.0.7.2 Sprig and plug seeded areas
8.0.7.3 Overseed turf
8.0.7.4 Water turf
8.0.7.5 Dethatch turf
8.0.7.6 Fill in holes and depressions in turf
8.0.7.7 Mow grass
8.0.7.8 Edge walks and paths
8.0.7.9 Remove clippings and leaves
8.0.7.10 Compost clippings and leaves
8.0.7.11 Identify mowing heights
8.0.7.12 Develop mowing schedule*
8.0.7.13 Develop controlled mowing plan*

Competency 8.0.8: Utilize pest-control program

Competency Builders:

8.0.8.1 Follow general safety precautions
8.0.8.2 Identify insects, diseases, and weeds
8.0.8.3 Identify public health hazards
8.0.8.4 Recognize pest damage
8.0.8.5 Complete certification requirements for prescribed chemical application
8.0.8.6 Interpret chemical labels and compatibility charts
8.0.8.7 Identify disease- and insect-resistant species*
8.0.8.8 Estimate pest population numbers*
8.0.8.9 Assess degree of damage*
8.0.8.10 Calculate area to be covered*
8.0.8.11 Determine when controls are needed*
8.0.8.12 Evaluate chemical/cultural/biological control options (e.g., integrated pest management [IPM])*
8.0.8.13 Select chemicals*
8.0.8.14 Compute treatment cost*
8.0.8.15 Map chemical application*

Competency 8.0.9: Apply chemical pest-control treatments

Competency Builders:

8.0.9.1 Follow general safety precautions
8.0.9.2 Mix chemicals and load application equipment
8.0.9.3 Use application equipment
8.0.9.4 Follow proper cleaning procedures
8.0.9.5 Recognize chemical injury
8.0.9.6 Set out bait
8.0.9.7 Identify application types
8.0.9.8 Calibrate application equipment*
8.0.9.9 Maintain application record*

Competency 8.0.10: Operate aquatic recreation

Competency Builders:

8.0.10.1 Follow general safety precautions
8.0.10.2 Issue boating and safety equipment
8.0.10.3 Place boats in water
8.0.10.4 Remove boats from water
8.0.10.5 Remove debris from water and surrounding area
8.0.10.6 Remove weeds from water
8.0.10.7 Tie boats
8.0.10.8 Complete basic safe boating course
8.0.10.9 Mount outboard engine
8.0.10.10 Change boat propeller
8.0.10.11 Conduct safety inspection
8.0.10.12 Install and replace safety cables and markers*

Competency 8.0.11: Establish and maintain trails

Competency Builders:

8.0.11.1 Follow general safety precautions
8.0.11.2 Lay out trails
8.0.11.3 Remove obstacles from trails
8.0.11.4 Apply wood chips
8.0.11.5 Construct waterbars
8.0.11.6 Construct steps
8.0.11.7 Construct bridges
8.0.11.8 Identify trail layout aspects
8.0.11.9 Identify trail types
8.0.11.10 Identify and mark plants*
8.0.11.11 Identify and mark trees*

Competency 8.0.12: Maintain roadways and sidewalks

Competency Builders:

8.0.12.1 Follow general safety precautions
8.0.12.2 Clean culverts
8.0.12.3 Clean and repair drainage system
8.0.12.4 Fill chuckholes
8.0.12.5 Repair bridges
8.0.12.6 Remove snow
8.0.12.7 Spread gravel
8.0.12.8 Grade roads
8.0.12.9 Maintain roadsides
8.0.12.10 Maintain signs
8.0.12.11 Identify public access requirements for special populations
8.0.12.12 Replace culverts*

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Competency 8.0.13: Supervise and maintain camping area

Competency Builders:

8.0.13.1 Follow general safety precautions
8.0.13.2 Enforce camping rules
8.0.13.3 Issue camping and recreation equipment
8.0.13.4 Register guests
8.0.13.5 Provide camping information to guests
8.0.13.6 Plan educational programs
8.0.13.7 Utilize computers**

Competency 8.0.14: Design landscape*

Competency Builders:

8.0.14.1 Select and locate complements*
8.0.14.2 Draw plan to scale*
8.0.14.3 Draw landscape symbols*
8.0.14.4 Design public area planting*
8.0.14.5 Design flower garden*
8.0.14.6 Match plant requirements to environmental conditions*
8.0.14.7 Select plant and seed varieties*
8.0.14.8 Select containers*

Competency 8.0.15: Prepare for landscaping*

Competency Builders:

8.0.15.1 Follow general safety precautions*
8.0.15.2 Calculate percent germination*
8.0.15.3 Determine planting rates*
8.0.15.4 Determine planting depth*
8.0.15.5 Determine planting time*
8.0.15.6 Interpret seed and bulb tag information*
8.0.15.7 Plan planting schedules*

Unit 9: Equipment Maintenance

Competency 9.0.1: Clean and store equipment

Competency Builders:

9.0.1.1 Follow general safety precautions
9.0.1.2 Remove equipment from storage
9.0.1.3 Remove debris from equipment
9.0.1.4 Use steam or high-pressure wash equipment
9.0.1.5 Prepare engines for storage
9.0.1.6 Lubricate equipment for storage
9.0.1.7 Drain fluids

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Competency 9.0.2: Use and maintain equipment

Competency Builders:

9.0.2.1 Follow general safety precautions
9.0.2.2 Read and follow operation instructions
9.0.2.3 Identify tools
9.0.2.4 Select tools
9.0.2.5 Set up and adjust tools
9.0.2.6 Clean and lubricate tools
9.0.2.7 Recondition tools
9.0.2.8 Sharpen tools
9.0.2.9 Store tools
9.0.2.10 Troubleshoot problems
9.0.2.11 Read measuring device

Competency 9.0.3: Weld with gas

Competency Builders:

9.0.3.1 Follow general safety precautions
9.0.3.2 Set up and adjust gas welding equipment
9.0.3.3 Select rod
9.0.3.4 Select and apply flux
9.0.3.5 Cut metal
9.0.3.6 Weld steel in horizontal positions
9.0.3.7 Weld steel with filler rod
9.0.3.8 Braze metal
9.0.3.9 Clean and store equipment
9.0.3.10 Secure and store gas cylinders

Competency 9.0.4: Weld with electric arc and MIG

Competency Builders:

9.0.4.1 Follow general safety precautions
9.0.4.2 Select welding equipment and accessories
9.0.4.3 Select electrode sizes and types
9.0.4.4 Select settings
9.0.4.5 Prepare metal
9.0.4.6 Weld steel in nonhorizontal positions
9.0.4.7 Weld pipe
9.0.4.8 Cut metal
9.0.4.9 Clean and store equipment
9.0.4.10 Weld steel in horizontal positions

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Competency 9.0.5: Fabricate with metal

Competency Builders:

9.0.5.1 Follow general safety precautions
9.0.5.2 Identify types of metal
9.0.5.3 Design plans
9.0.5.4 Prepare bill of materials
9.0.5.5 Measure thickness of sheet metal
9.0.5.6 Test metal for type and hardness
9.0.5.7 Punch and drill metal
9.0.5.8 Cut metal
9.0.5.9 Select thread and size for tap or die
9.0.5.10 Thread hole or rod
9.0.5.11 Grind metal
9.0.5.12 Join metal
9.0.5.13 Bend sheet metal
9.0.5.14 Store metal

Competency 9.0.6: Service belt and drive chain assemblies

Competency Builders:

9.0.6.1 Follow general safety precautions
9.0.6.2 Replace and adjust belts
9.0.6.3 Replace and adjust gear assembly
9.0.6.4 Replace and adjust chains
9.0.6.5 Replace pulleys and rollers
9.0.6.6 Clean and lubricate drive parts
9.0.6.7 Troubleshoot problems

Competency 9.0.7: Lubricate equipment

Competency Builders:

9.0.7.1 Follow general safety precautions
9.0.7.2 Identify service points
9.0.7.3 Select lubricant
9.0.7.4 Maintain grease fittings
9.0.7.5 Apply lubricant

Competency 9.0.8: Service engine cooling systems

Competency Builders:

9.0.8.1 Follow general safety precautions
9.0.8.2 Test coolant mixture
9.0.8.3 Add coolant
9.0.8.4 Replace hoses
9.0.8.5 Adjust or replace fan belt
9.0.8.6 Inspect for leaks
9.0.8.7 Flush cooling system
9.0.8.8 Dispose of coolant
9.0.8.9 Troubleshoot problems

Competency 9.0.9: Service lubrication systems

Competency Builders:

9.0.9.1 Follow general safety precautions
9.0.9.2 Select oil
9.0.9.3 Change oil and oil filters
9.0.9.4 Check oil level
9.0.9.5 Dispose of oil
9.0.9.6 Troubleshoot problems

Competency 9.0.10: Service engine fuel and air systems

Competency Builders:

9.0.10.1 Follow general safety precautions
9.0.10.2 Service air cleaner
9.0.10.3 Bleed diesel fuel system
9.0.10.4 Mix gas and oil for two-cycle engine
9.0.10.5 Service and clean crankcase ventilation components
9.0.10.6 Clean and adjust small-engine carburetor
9.0.10.7 Service fuel filter assembly
9.0.10.8 Replace exhaust system components
9.0.10.9 Adjust engine valves
9.0.10.10 Distinguish differences between two-cycle and four-cycle engines
9.0.10.11 Troubleshoot problems

Competency 9.0.11: Service engine electrical systems

Competency Builders:

9.0.11.1 Follow general safety precautions
9.0.11.2 Inspect and replace distributor cap and rotor
9.0.11.3 Inspect and replace spark plugs
9.0.11.4 Inspect, replace, and adjust spark plug wires
9.0.11.5 Inspect, change, and adjust breaker points
9.0.11.6 Check specific gravity of battery
9.0.11.7 Install battery
9.0.11.8 Clean and treat battery terminals, cables, and battery box
9.0.11.9 Charge battery
9.0.11.10 Replace fuses
9.0.11.11 Replace light bulbs
9.0.11.12 Jump-start vehicle
9.0.11.13 Troubleshoot problems

Competency 9.0.12: Service wheels and tires

Competency Builders:

9.0.12.1 Follow general safety precautions
9.0.12.2 Inspect tires
9.0.12.3 Check tire pressure
9.0.12.4 Inflate tires
9.0.12.5 Remove and replace wheels
9.0.12.6 Troubleshoot problems

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Competency 9.0.13: Service hydraulic systems

Competency Builders:

9.0.13.1 Follow general safety precautions
9.0.13.2 Select oil
9.0.13.3 Check and add oil
9.0.13.4 Replace oil filter
9.0.13.5 Bleed air from system
9.0.13.6 Inspect system for oil leaks
9.0.13.7 Inspect and replace hoses
9.0.13.8 Troubleshoot problems

Competency 9.0.14: Maintain chain saw

Competency Builders:

9.0.14.1 Follow general safety precautions
9.0.14.2 Remove and install guide, bar, and chain
9.0.14.3 Adjust chain tension
9.0.14.4 Sharpen chain
9.0.14.5 Service guide bar and chain
9.0.14.6 Replace chain
9.0.14.7 Service air filter
9.0.14.8 Service spark plug
9.0.14.9 Service exhaust system
9.0.14.10 Perform spark test
9.0.14.11 Inspect fuel system

Unit 10: Equipment Operation

Competency 10.0.1: Perform prestart functions

Competency Builders:

10.0.1.1 Follow general safety precautions
10.0.1.2 Select fuel
10.0.1.3 Check prestart mechanism
10.0.1.4 Inspect lights
10.0.1.5 Flag extended materials
10.0.1.6 Refuel power units
10.0.1.7 Turn on boat air blower
10.0.1.8 Troubleshoot problems

Competency 10.0.2: Hitch equipment to power unit

Competency Builders:

10.0.2.1 Follow general safety precautions
10.0.2.2 Connect front-end-operated equipment
10.0.2.3 Connect 3-point-hitch equipment
10.0.2.4 Attach and detach power takeoff equipment
10.0.2.5 Hitch towed equipment
10.0.2.6 Connect hydraulic lines
10.0.2.7 Connect electrical hookups
10.0.2.8 Connect safety chains

Competency 10.0.3: Operate vehicles and boats

Competency Builders:

10.0.3.1 Follow general safety precautions
10.0.3.2 Adjust throttle for operating conditions
10.0.3.3 Interpret equipment gauges
10.0.3.4 Start and shut down engine
10.0.3.5 Use hand operating signals
10.0.3.6 Operate manual transmission
10.0.3.7 Operate automatic transmission
10.0.3.8 Use braking systems
10.0.3.9 Adjust seating and steering
10.0.3.10 Operate liftgate
10.0.3.11 Operate dump bed
10.0.3.12 Operate winch
10.0.3.13 Operate hydraulics
10.0.3.14 Operate power takeoff
10.0.3.15 Operate outboard motor

Competency 10.0.4: Operate chain saw

Competency Builders:

10.0.4.1 Follow general safety precautions
10.0.4.2 Identify chain saw parts
10.0.4.3 Identify parts of saw chain
10.0.4.4 Conduct preoperating maintenance inspection
10.0.4.5 Start saw
10.0.4.6 Make overbuck cut
10.0.4.7 Make underbuck cut
10.0.4.8 Determine tree's line of fall
10.0.4.9 Identify use of wedges in felling operation
10.0.4.10 Determine escape route
10.0.4.11 Make notch cut
10.0.4.12 Make back cut

Unit 11: Facility Construction and Maintenance

Competency 11.0.1: Construct with wood

Competency Builders:

11.0.1.1 Follow general safety precautions
11.0.1.2 Cut lumber to dimension
11.0.1.3 Assemble joints with glue
11.0.1.4 Cut and fit joints
11.0.1.5 Select and use metal fasteners
11.0.1.6 Cut and set ties and poles
11.0.1.7 Identify types of woods
11.0.1.8 Install and repair bracing
11.0.1.9 Read plan
11.0.1.10 Troubleshoot problems
11.0.1.11 Install and repair doors*

Competency 11.0.2: Maintain electrical systems

Competency Builders:

11.0.2.1 Follow general safety precautions
11.0.2.2 Read electric meter
11.0.2.3 Replace fuses
11.0.2.4 Reset circuit breakers
11.0.2.5 Repair extension cords
11.0.2.6 Replace outlets and switches
11.0.2.7 Maintain lighting fixtures
11.0.2.8 Identify electrical fundamentals
11.0.2.9 Clean and lubricate motors*

Competency 11.0.3: Install and maintain water system

Competency Builders:

11.0.3.1 Follow general safety precautions
11.0.3.2 Cut and fit pipe or tubing
11.0.3.3 Identify pipe and tubing types
11.0.3.4 Install pipe and pipe fittings
11.0.3.5 Install and repair valves and faucets
11.0.3.6 Set up portable pumps
11.0.3.7 Install insulation
11.0.3.8 Install filters
11.0.3.9 Unclog pipes
11.0.3.10 Locate existing underground waterlines
11.0.3.11 Open and backfill trench line
11.0.3.12 Replace gaskets
11.0.3.13 Troubleshoot problems
11.0.3.14 Install flow-control devices*
11.0.3.15 Tap into existing waterlines*
11.0.3.16 Test and adjust sprinkler spray patterns*

Competency 11.0.4: Operate sprinkler system

Competency Builders:

11.0.4.1 Follow general safety precautions
11.0.4.2 Program automatic timers
11.0.4.3 Adjust sprinkler patterns
11.0.4.4 Adjust water pressure
11.0.4.5 Troubleshoot problems
11.0.4.6 Determine sprinkler precipitation rate*
11.0.4.7 Computerize watering**

Competency 11.0.5: Install and maintain fencing

Competency Builders:

11.0.5.1 Follow general safety precautions
11.0.5.2 Identify fencing system options
11.0.5.3 Determine amount of fence required
11.0.5.4 Identify fencing materials
11.0.5.5 Identify posts and braces
11.0.5.6 Identify fasteners
11.0.5.7 Lay out and stretch fence
11.0.5.8 Install posts and braces
11.0.5.9 Install gates
11.0.5.10 Install fasteners
11.0.5.11 Remove fencing
11.0.5.12 Troubleshoot problems
11.0.5.13 Use invisible fencing**

Competency 11.0.6: Apply protective coatings

Competency Builders:

11.0.6.1 Follow general safety precautions
11.0.6.2 Determine type of coating and application
11.0.6.3 Clean and sand surface
11.0.6.4 Apply masking tape
11.0.6.5 Thin paint
11.0.6.6 Mix and apply primer coat
11.0.6.7 Apply finish coat
11.0.6.8 Apply wood preservative
11.0.6.9 Clean up equipment
11.0.6.10 Identify types and uses of coatings

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Competency 11.0.7: Construct with concrete*

Competency Builders:

11.0.7.1 Follow general safety precautions*
11.0.7.2 Use survey level*
11.0.7.3 Select concrete materials and additives*
11.0.7.4 Select and use concrete tools*
11.0.7.5 Calculate volume of concrete to order or mix*
11.0.7.6 Excavate structure sites for concrete pouring*
11.0.7.7 Install concrete reinforcement*
11.0.7.8 Build and remove concrete forms*
11.0.7.9 Mix and pour concrete*
11.0.7.10 Finish concrete surface*
11.0.7.11 Cure concrete*
11.0.7.12 Lay block*
11.0.7.13 Lay brick*
11.0.7.14 Install edging*
11.0.7.15 Use precast concrete**

Competency 11.0.8: Construct with stone*

Competency Builders:

11.0.8.1 Follow general safety precautions*
11.0.8.2 Lay stone*
11.0.8.3 Lay gravel*
11.0.8.4 Install walkways*
11.0.8.5 Construct a wall*
11.0.8.6 Set landscape stones*

Unit 12: Business Management

Competency 12.0.1: Perform general office duties

Competency Builders:

12.0.1.1 Duplicate materials
12.0.1.2 File materials
12.0.1.3 Open and close business facility
12.0.1.4 Use telephone
12.0.1.5 Operate calculator
12.0.1.6 Use two-way radio
12.0.1.7 Maintain service records
12.0.1.8 Process mail*
12.0.1.9 Prepare correspondence*
12.0.1.10 Prepare reports*
12.0.1.11 Secure business documents*
12.0.1.12 Schedule appointments and meetings*
12.0.1.13 Plan work schedules*
12.0.1.14 Operate computer*
12.0.1.15 Use fax machine*
12.0.1.16 Use fiber-optic lines**

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Competency 12.0.2: Control inventory

Competency Builders:

12.0.2.1 Follow safety precautions
12.0.2.2 Organize storage area
12.0.2.3 Organize sales area
12.0.2.4 Conduct physical inventory
12.0.2.5 Determine quantity of bulk items
12.0.2.6 Maintain inventory records
12.0.2.7 Use computerized records**

Competency 12.0.3: Receive merchandise

Competency Builders:

12.0.3.1 Follow general safety precautions
12.0.3.2 Verify order
12.0.3.3 Unpack merchandise
12.0.3.4 Interpret packing slips and invoices
12.0.3.5 Check merchandise for shipping discrepancies
12.0.3.6 Inspect merchandise for damage
12.0.3.7 Distribute merchandise to designated location
12.0.3.8 Use computerized records**

Competency 12.0.4: Ship merchandise

Competency Builders:

12.0.4.1 Follow general safety precautions
12.0.4.2 Determine delivery route
12.0.4.3 Record shipments
12.0.4.4 Load merchandise
12.0.4.5 Secure load
12.0.4.6 Follow government regulations
12.0.4.7 Prepare shipping documents*
12.0.4.8 Arrange delivery*
12.0.4.9 Process special orders*
12.0.4.10 Process returns to vendor*

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Unit 13: Employability Skills
Subunit 13.1: Career Development

Competency 13.1.1: Investigate career options

Competency Builders:

13.1.1.1 Determine interests and aptitudes
13.1.1.2 Identify career options
13.1.1.3 Research occupations matching interests and aptitudes
13.1.1.4 Select career(s) that best match(es) interests and aptitudes
13.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
13.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
13.1.1.7 Develop a career plan

Competency 13.1.2: Analyze potential barriers to employment

Competency Builders:

13.1.2.1 Identify common barriers to employment
13.1.2.2 Describe strategies to overcome employment barriers

Unit 13: Employability Skills
Subunit 13.2: Decision Making and Problem Solving

Competency 13.2.1: Apply decision-making techniques in the workplace

Competency Builders:

13.2.1.1 Identify the decision to be made
13.2.1.2 Compare alternatives
13.2.1.3 Determine consequences of each alternative
13.2.1.4 Make decisions based on values and goals
13.2.1.5 Evaluate the decision made

Competency 13.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

13.2.2.1 Diagnose the problem and its causes
13.2.2.2 Identify alternatives and their consequences in relation to the problem
13.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
13.2.2.4 Utilize resources to explore possible solutions to the problem
13.2.2.5 Compare and contrast the advantages and disadvantages of each solution
13.2.2.6 Determine appropriate action
13.2.2.7 Evaluate results

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Unit 13: Employability Skills
Subunit 13.3: Work Ethic

Competency 13.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

13.3.1.1 Identify special characteristics and abilities in self and others
13.3.1.2 Identify internal and external factors that affect self-esteem

Competency 13.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

13.3.2.1 Distinguish between values and goals
13.3.2.2 Determine the importance of values and goals
13.3.2.3 Evaluate how values affect goals
13.3.2.4 Identify short-term and long-term goals
13.3.2.5 Prioritize personal goals
13.3.2.6 Describe how personal values are reflected in work ethic
13.3.2.7 Describe how interactions in the workplace affect personal work ethic
13.3.2.8 Examine how life changes affect personal work ethic

Competency 13.3.3: Demonstrate work ethic

Competency Builders:

13.3.3.1 Examine factors that influence work ethic
13.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

Unit 13: Employability Skills
Subunit 13.4: Job-Seeking Skills

Competency 13.4.1: Prepare for employment

Competency Builders:

13.4.1.1 Identify traditional and nontraditional employment sources
13.4.1.2 Utilize employment sources
13.4.1.3 Research job opportunities, including nontraditional careers
13.4.1.4 Interpret equal employment opportunity laws
13.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
13.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

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Competency 13.4.2: Design a résumé

Competency Builders:

13.4.2.1 Identify personal strengths and weaknesses
13.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
13.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
13.4.2.4 Complete résumé using various formats
13.4.2.5 Secure references

Competency 13.4.3: Complete and process job application forms

Competency Builders:

13.4.3.1 Explain the importance of an application form
13.4.3.2 Identify ways to obtain job application forms
13.4.3.3 Describe methods for handling illegal questions on job application forms
13.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
13.4.3.5 Return application to proper person, request interview, and follow up

Competency 13.4.4: Demonstrate interviewing skills

Competency Builders:

13.4.4.1 Investigate interview environment and procedures
13.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
13.4.4.3 Demonstrate question and answer techniques
13.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 13.4.5: Secure employment

Competency Builders:

13.4.5.1 Identify present and future employment opportunities within an occupation/organization
13.4.5.2 Research the organization/company
13.4.5.3 Use follow-up techniques to enhance employment potential
13.4.5.4 Compare and evaluate job offers

Unit 13: Employability Skills
Subunit 13.5: Job Retention Skills

Competency 13.5.1: Analyze the organizational structure of the workplace

Competency Builders:

13.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
13.5.1,2 Be aware of and obey all company policies and procedures
13.5.1.3 Examine the role/relationship between employee and employer
13.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 13.5.2: Maintain positive relations with others

Competency Builders:

13.5.2.1 Exhibit appropriate work habits and attitude
13.5.2.2 Identify behaviors to establish successful working relationships
13.5.2.3 Cooperate and compromise through teamwork and group participation
13.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 13: Employability Skills
Subunit 13.6: Job Advancement

Competency 13.6.1: Analyze opportunities for personal and career growth

Competency Builders:

13.6.1.1 Determine opportunities within an occupation/organization
13.6.1.2 Compare and contrast other opportunities
13.6.1.3 List benefits of job advancement
13.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

Competency 13.6.2: Exhibit characteristics needed for advancement

Competency Builders:

13.6.2.1 Display a positive attitude
13.6.2.2 Demonstrate knowledge of a position
13.6.2.3 Perform quality work
13.6.2.4 Adapt to changing situations and technology
13.6.2.5 Demonstrate capability for different positions
13.6.2.6 Participate in continuing education/training programs
13.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 13: Employability Skills
Subunit 13.7: Technology in the Workplace

Competency 13.7.1: Assess the impact of technology in the workplace

Competency Builders:

13.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
13.7.1.2 Investigate the use of technology in the workplace
13.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 13.7.2: Use a variety of technological applications

Competency Builders:

13.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
13.7.2.2 Use technology to accomplish assigned tasks
13.7.2.3 Create solutions to problems using technical means

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Unit 13: Employability Skills
Subunit 13.8: Lifelong Learning

Competency 13.8.1: Apply lifelong learning to individual situations

Competency Builders:

13.8.1.1 Define lifelong learning
13.8.1.2 Identify factors that cause the need for lifelong learning

Competency 13.8.2: Adapt to change

Competency Builders:

13.8.2.1 Analyze the effects of change
13.8.2.2 Identify reasons why goals change
13.8.2.3 Describe the importance of flexibility when reevaluating goals
13.8.2.4 Evaluate the need for continuing education/training

Unit 13: Employability Skills
Subunit 13.9: Economic Education

Competency 13.9.1: Analyze global enterprise system

Competency Builders:

13.9.1.1 Identify characteristics of various enterprise systems
13.9.1.2 Examine the relationship between competition, risk, and profit
13.9.1.3 Illustrate how supply and demand influence price

Competency 13.9.2: Evaluate personal money management

Competency Builders:

13.9.2.1 Describe the need for personal management records
13.9.2.2 Identify methods of taxation
13.9.2.3 Analyze how credit affects financial security
13.9.2.4 Compare types and methods of investments
13.9.2.5 Prepare a personal budget
13.9.2.6 Be an informed and responsible consumer
13.9.2.7 Analyze the effects of advertising on the consumer

Unit 13: Employability Skills
Subunit 13.10: Balancing Work and Family

Competency 13.10.1: Analyze the effects of family on work

Competency Builders:

13.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
13.10.1.2 Identify present and future family structures and responsibilities
13.10.1.3 Describe personal and family roles
13.10.1.4 Analyze concerns of working parent(s)
13.10.1.5 Examine how family responsibilities can conflict with work
13.10.1.6 Resolve family-related conflicts
13.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 13.10.2: Analyze the effects of work on family

Competency Builders:

13.10.2.1 Identify responsibilities associated with paid and nonpaid work
13.10.2.2 Compare the advantages and disadvantages of multiple incomes
13.10.2.3 Explain how work can conflict with family responsibilities
13.10.2.4 Explain how work-related stress can affect families
13.10.2.5 Identify family support systems and resources

Unit 13: Employability Skills
Subunit 13.11: Citizenship in the Workplace

Competency 13.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

13.11.1.1 Identify the basic rights and responsibilities of citizenship
13.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 13.11.2: Cooperate with others in the workplace

Competency Builders:

13.11.2.1 Identify situations in which compromise is necessary
13.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
13.11.2.3 Demonstrate initiative to facilitate cooperation
13.11.2.4 Give and receive constructive criticism to enhance cooperation

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Unit 13: Employability Skills
Subunit 13.12: Leadership

Competency 13.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

13.12.1.1 Identify characteristics of effective leaders
13.12.1.2 Compare leadership styles
13.12.1.3 Demonstrate effective delegation skills
13.12.1.4 Identify opportunities to lead in the workplace

Competency 13.12.2: Demonstrate effective teamwork skills

Competency Builders:

13.12.2.1 Identify the responsibilities of a valuable group member
13.12.2.2 Exhibit open-mindedness
13.12.2.3 Identify methods of involving each member of a team
13.12.2.4 Contribute to the efficiency and success of a group
13.12.2.5 Determine ways to motivate others

Competency 13.12.3: Utilize effective communication skills

Competency Builders:

13.12.3.1 Identify the importance of listening
13.12.3.2 Demonstrate assertive communication
13.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
13.12.3.4 Analyze written material
13.12.3.5 Prepare written material
13.12.3.6 Give and receive feedback
13.12.3.7 Articulate thoughts
13.12.3.8 Use appropriate language

Unit 13: Employability Skills
Subunit 13.13: Entrepreneurship

Competency 13.13.1: Evaluate the role of small business in the economy

Competency Builders:

13.13.1.1 Identify the benefits of small business to a community
13.13.1.2 Analyze opportunities for small business in a community

Competency 13.13.2: Examine considerations of starting a business

Competency Builders:

13.13.2.1 Research a business idea
13.13.2.2 Compare various ways to become a small business owner
13.13.2.3 Investigate factors to consider in financing a new business
13.13.2.4 Evaluate entrepreneurship as a career option

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